Finance Transaction Correction Instructions

This finance transaction correction form is to be utilized for all non-payroll transaction corrections. Please refer to University Policy and Procedures for additional information, if needed.

When completing this form, please enter the requested information.

- **Department:** Enter the name of the department or sub-department submitting the correction request.
- **Date:** Enter the date that the form is completed.
- **Fund:** Enter the six-digit fund number of each line for the transaction. Each transaction will have two lines, one for the fund charged (debit), and one for the fund credited (credit).
- **Account:** Enter the six-digit account code for each line of the transaction. If using travel account codes (739xxx), you must enter a Trip # as the first entry in the Document Code field.
- **Activity Code:** Enter the six-digit activity code for each line for the transaction, if applicable. This field is optional.
- **Trans Description:** Enter the description of the transaction as it appears in the Banner Self Service Operating Ledger Query Vendor/Transaction Description field or in the Cognos BUSFM003 Report of Transactions Trans Description field.
- **Transaction Date:** Enter the Transaction Date for the transaction to be corrected. (MMDDYY format).
- **Document Code:** Enter the eight-digit Document Code as shown on the BSS Operating Ledger Query or Cognos Report of Transactions. Enter the Trip # first, if applicable.
- **Debit Amount:** Enter the dollar amount of the fund/account to be charged by the transaction correction. Total debits must equal total credits.
- **Credit Amount:** Enter the dollar amount of the fund/account to be corrected by the transaction correction. Total debits must equal total credits.
- **Reason for Transaction Correction:** A justification for the transaction correction must be stated, including 1) Why the original transaction correction was not recorded correctly, 2) How the expense charging a sponsored program directly benefits the award, if applicable, and/or 3) Explanation to support the source of non-Sponsored Program funds impacted by the cost transfer. Step 3 is for 3xxxxx Sponsored Programs funds only. Transaction corrections not appropriately justified will be returned to the originating department.
- **Approvals:** Obtain required approvals according to University and departmental policies and forward to Controller's Office-Accounting and Financial Reporting or the Medical Center Finance Office for review and approval. Upon approval, Finance Transaction Correction forms are processed by Controller-Accounting and Financial Reporting.